

**BOARD FOR CONTRACTORS
EXAMINATION RFP REVIEW COMMITTEE
October 19, 2005**

The Examination RFP Review Committee of the Board for Contractors met on Wednesday, October 19, 2005, at the Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia 23230. The members indicated below were present:

Robert Kirby, Chairman
Michael Redifer, Vice Chairman

The following members of the DPOR staff were present during some or all of the meeting:

Steven Arthur, Deputy Director of Finance and Administration
Eric Olson, Executive Director
Sharon Sweet, Director of Examinations and Education
Nancy Watson, Procurement Officer

Mr. Kirby called the meeting to order at 10:00 AM

There was no public comment

At 10:02 Mr. Redifer offered a motion, seconded by Mr. Kirby to recess the meeting and that the committee immediately reconvene in closed meeting for the purpose of consultation and/or briefings by staff members pertaining to examination issues within the jurisdiction of the Board as permitted by § 2.2-3711.A.11 of the Code of Virginia. The following non-members will be in attendance to reasonably aid the consideration of the topic. Eric Olson, Steve Arthur, Sharon Sweet, Nancy Watson. This motion is made with respect to the matter identified on the agenda as "Examination RFP Review"

The motion was approved by unanimous vote Members voting yes were Mr. Kirby and Mr. Redifer.

At 12:15 Mr. Olson read the following certification of closed session:

WHEREAS, the Examination RFP Review Committee of the Board for Contractors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the *Code of Virginia* requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law;


NOW, THEREFORE, BE IT RESOLVED that the Examination RFP Review Committee of the Board for Contractors hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the committee.

Call for the vote: Mr. Redifer: "Aye;" Mr. Kirby: "Aye"

At 12:20 Mr. Redifer offered a motion, seconded by Mr. Kirby instructing the staff of the procurement staff of the Department of Professional and Occupational Regulation to negotiate issues with PSI, Inc. regarding the development of a practice examination, improvements to their website and a reduction in exam fees that correspond to the limitations placed in the Board for Contractors Regulations and the Board for Contractors Tradesman Regulations. Upon completion of these negotiations staff is to prepare a report to be presented to the board at their next scheduled meeting, recommending that PSI, Inc. be awarded a contract to continue to provide examination services for the Board for Contractors.

The motion was approved by unanimous vote Members voting yes were Mr. Kirby and Mr. Redifer.

Being no further business, Mr. Kirby adjourned the meeting at 12:25



Robert Kirby, Chairman

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